

DeKalb County School District Implementation Plan

Scheduling for 2025–2026

Meeting: November 19

Goals for today

1. Align on implementation timeline for procurement and school scheduling
2. Understand budget and invoicing
3. Identify [list of schools](#) and primary contacts
4. Create a plan to loop in IT stakeholders



Implementation ownership and oversight

**Overall
Implementation**

- Project Leader: Bridgette Allen
- Project Leader: Dr. Derrica Boochee-Davis

**Budget/Staffing
Inefficiencies**

Cross functional team of district leadership to review schedules and attrition events for budget savings

Data Integration

Transfer to Timely: Vivian Lyons
Transfer from Timely: K12SG

Proposed Scheduling Timeline

January 31, 2025	All course requests complete in Infinite Campus
February 3, 2025	Schools Start in Timely
March 14, 2025	All Sections Created and Placed
March 21, 2025	District Reviews Assignments (ongoing) -
April 4, 2025	First Optimizer Run
April 30, 2025	Schools Complete in Timely
May 5, 2025	Schedules at 90% in Infinite Campus

Timely Process and Support to Schools

- Each school will have a dedicated School Success Manager (SSM)
- Training will kick-off with an in person training (requests are complete)
- The SSM will reach out to schools for training and weekly progress
- Schools will reach out to their SSM with questions or support needs
- DCSD will serve as an escalation point if needed for schools falling behind
- Timely will provide the implementation leader regular updates

Timeline & Other Open Questions

- How soon can we get board approval? target January approval
 - Can we help in any way?
- What date have schools been given for complete course requests?
- What is the date by which schools must be at 90%?
 - Is this date for completion in Timely or Infinite Campus?
 - When must schedules be back in Infinite Campus?
- Can we confirm a list of participating schools?
- Once we've received board approval, should we invoice each school or one invoice for the district? likely district for the half, then school invoices (CFO)

Budget/Staffing Working Group & Process

Goal: Form a cross functional team to review school schedules for compliance with predetermined class size goals. At each attrition event, evaluate whether or not to fill the position.

Team proposed by Champion Dillard:

Chief Stepney (CAO)

Chief Schueneman (Chief of Finance)

Chief Davis-Mills (HR)

~~Chief Davis (IT)~~

Chief Sauce (Chief of Student Services)

November 2024	Establish review team
December 2024	Understand budget and class size guidance
January 2025	Define process for evaluation of attrition events
February - May 2025	Ongoing meetings throughout scheduling season

Potential Data Integration Timeline

Reference: [2024 SOW](#)

November 2024	<i>Receive initial data files (no course requests)</i>
December 2024	Setup daily sync of data
January 2025	All course requests available (continue daily sync)
February 2025	K12SG develops script for data ingestion
March 2025	First test of data load into IC
April 2025	Second test of data load into IC (reviewed by schools)
May 2025	Final load of real data into IC

Looping in IT

Last Year

- Implementation was led by IT
- IT team members coordinated all communication, arranged all meetings, and joined all meetings with schools.

This Year

- Implementation is led by this team
- Timely will coordinate with schools directly for training and support

Other Things to Call Out

- IT needs notification that this process is moving forward, so they can plan to send us data
- Data transfer from Timely > Infinite Campus requires support from K12 Solutions Group which will require a SOW and funding

Next Steps

- Confirm the final date for scheduling
- Submit agreement for board approval
- Confirm the list of schools and add principal contact information
- Share plan and timeline with IT and receive feedback
- Create a SOW for K12SG for import back into Infinite Campus

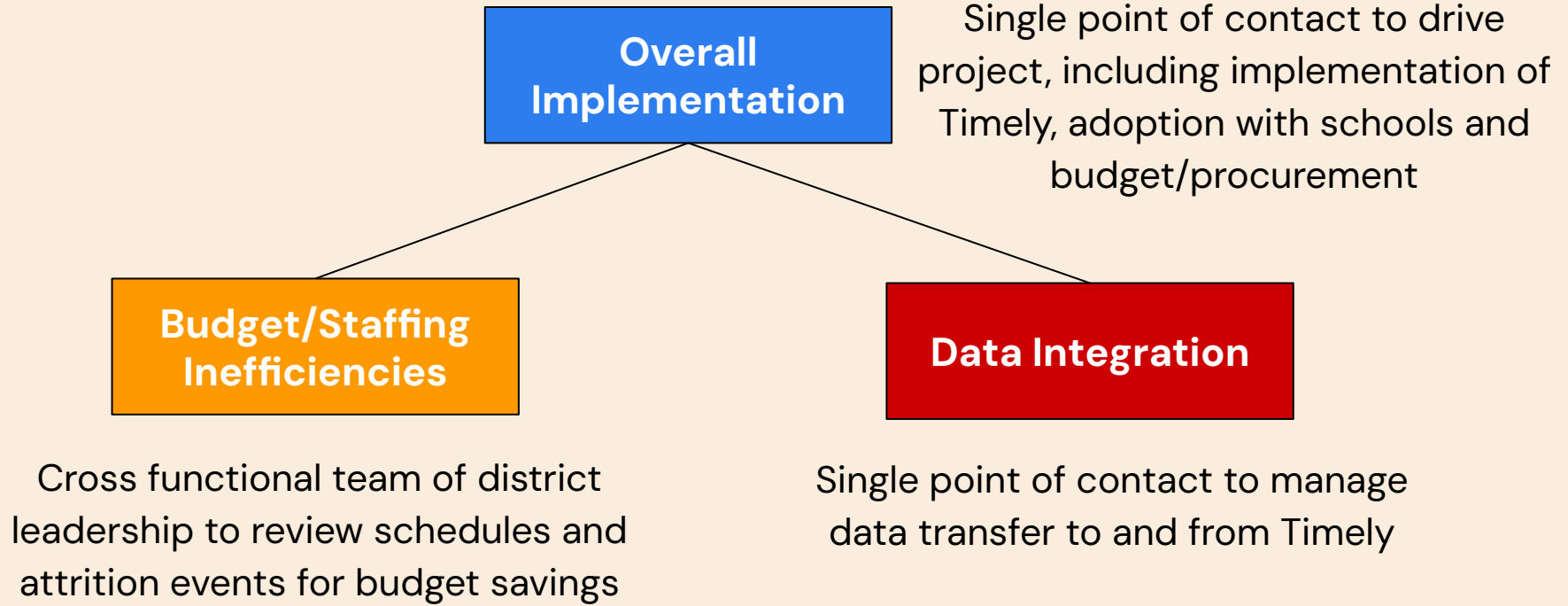
Meeting: October 3

Goals for today

1. Align on process and ownership for the 2024-25 scheduling process
2. Identify an overall implementation leader along with other key stakeholders
3. Align on a high-level timeline for school-based scheduling
4. Discuss plans for budget identification and procurement



Implementation ownership and oversight



Proposed Scheduling Timeline

January 31, 2025	All course requests complete in Infinite Campus
February 3, 2025	Schools Start in Timely
March 21, 2025	All Sections Created and Placed
March 28, 2025	District Reviews Assignments (ongoing) -
April 4, 2025	First Optimizer Run
May 16, 2025	Schools Complete in Timely
May 23, 2025	Schedules at 90% in Infinite Campus

How does this compare to the timeline created by IT?

School selection and procurement timeline

October 2024	Present to Schools and School Selection
November 2024	Submit Board Approval
December 2024	Board Meeting for Approval

- How will we identify funding for this year's scheduling season?
 - Schools will split the cost with the district 50-50
 - EA's will help schools to identify funds and share guidance about using Title I
- How will we invoice? School invoices or district invoice?

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